

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:** John. R. White  
Edward “Earl” Maine  
Frank Sims  
Stephen Lowe  
Andy Puckett  
Joseph C. Straten  
David G. Anderson

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, January 11, 2016 at 6:00 P.M. in conference room “A” of the Terminal Building. Mr. White, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Jim Elliott, Airport Attorney, Kristy Miller, Executive Assistant, and Amber Miller, Airport Secretary.

Mr. White called for approval of the Minutes of the Regular Meeting December 14, 2015.

Mr. Lowe moved to approve the Minutes of December 14, 2015. Mr. Sims seconded the motion. The motion carried unanimously.

Mr. Hines recognized and turned the floor over to Courtney Beamon and Doug Sander with Delta Airport Consultants.

Mr. Sander presented the Board with a PowerPoint presentation in regards to the Project Funding – Extend Runway 6.

Discussion ensued.

Mr. Maine moved to approve the letter to the DOAV requesting role change from general aviation to reliever as drafted. Mr. Puckett seconded the motion. The motion carried unanimously.

Mr. White called for the Financial Report.

Mr. Anderson gave the Financial Report.

Mr. White called for the Manager’s Report.

Mr. Hines gave the Manager’s Report.

Discussion ensued.

Mr. Lowe moved to approve the Resolution in regards to the Runway and Taxiway Crack Repair, Sealing and Remarketing. Mr. Maine seconded the motion. The motion carried unanimously.

Mr. White called for the Development Committee Report.

Mr. Lowe stated that the Development Committee had not met.

Mr. Lowe moved to have the Manager obtain quotes for a self-fueling system that is equal to or greater than 10,000 gallon. Mr. Straten seconded the motion. The motion carried unanimously.

Mr. White called for the Operations Committee Report.

Mr. Straten stated that the Operations Committee had met.

Mr. Straten stated that Kathy Johnson has looked at the Personal Policy and should have something by the February Board meeting.

Mr. Straten stated that it is the motion of the Operations Committee that paragraph 2. of the T-Hangar Lease be changed to say "The Lessee agrees to pay the lease rate for the assigned hangar according to the rates shown in the Hangar Monthly Rates table currently in effect. Rent shall be payable in advance at the beginning of the lease and thereafter during any renewals hereof on the first day of each month. Rent shall be due and payable to the Virginia Highlands Airport Authority at P. O. Box 631, Abingdon, Virginia. Lessor will notify Lessee in writing of any changes in the method or place of payment of rent. Lessee agrees to pay a penalty charge to Lessor in an amount of 10% of the account balance if payment is not received by the 10<sup>th</sup> day of the month in which payment is due. Lessee understands that lease could be terminated if payment is in arrears past the 15<sup>th</sup> day of the month in which payment is due. A security deposit equal to one month's rent must be paid prior to occupation of a hangar." Mr. Lowe seconded the motion. The motion carried unanimously.

Mr. Straten stated that it is the motion of the Operations Committee to allow T-Hangar lessees to store additional equipment other than an aircraft in the T-Hangars such as a lawnmower, tractor or something else that will fit, as long as they follow the FAA requirements. The motion carried unanimously.

Mr. Puckett presented the Board with a draft marketing plan.

Discussion ensued.

Mr. Puckett stated that he would have a more formal marketing plan by the next Board meeting.

Mr. White called for Unfinished Business.

None

Mr. White called for New Business.

Mr. Hines stated that the Grant Assurances will be made available for download to the iPad.

Mr. White called for Public comments.

None

Mr. Elliott read the motion of the Virginia Highlands Airport Authority conduct a Closed Session pursuant to Code of Virginia 2.2-3711 A.1 for the purpose of discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public offers, appointees or employees of any public body.

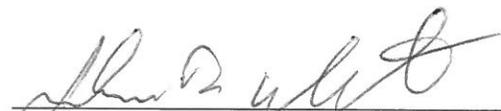
Mr. Maine moved to conduct a Closed Session in accordance with the items that was stated by Mr. Elliott. Mr. Lowe seconded the motion. The motion carried unanimously.

Following the Closed Session, the Board immediately reconvened its Open Session and the Authority's Attorney, Mr. Elliott took a roll call vote stating that no matter that was discussed in Closed Session other than that were included in the motion to go into Closed Session and no other votes were taken in Closed Session other than to go out of Closed Session.

John White - I so certify  
Edward "Earl" Maine - I so Certify  
Frank Sims - I so certify  
Stephen Lowe - I so certify  
Andy Puckett - I so certify  
Joseph C. Straten - I so certify  
David Anderson - I so certify

Mr. Maine moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 7:35 P.M.

  
David Anderson, Secretary

  
John R. White, Chairman

RESOLUTION  
Of the Board of Directors  
Of Virginia Highlands Airport Authority  
Regarding  
*Runway and Taxiway Crack Repair, Sealing and Remarking*  
And  
*Authorization to Issue Request for Bids*  
January 11, 2016

WHEREAS, the current runway and taxiway asphalt concrete surfaces at Virginia Highlands Airport were last repaired and remarked in 2009, and

WHEREAS, regular visual inspections of the runway and taxiway surfaces verify there are numerous cracks that are in need of repair and sealing and markings in need of repainting, and

WHEREAS, the Virginia Highlands Airport Authority intends to maintain the airport as recommended by Federal Aviation Administration as issued in FAA AC 150/5380-6C and AC 150/5340-1L and the Virginia Department of Aviation Airport Program Manual, and

WHEREAS, the Virginia Highlands Airport Authority intends to comply with the Virginia Public Procurement Act, and

WHEREAS, the Virginia Department of Aviation will fund 80% (eighty percent) for such repairs, sealing and remarking of the runway and taxiway and the Virginia Highlands Airport Authority has requested funds from Washington County, Virginia for 20% (twenty percent) of the estimated cost, it is

RESOLVED, that the General Manager of the Airport prepare specifications and necessary advertisement for Request for Sealed Bids for *Runway and Taxiway Crack Repair, Sealing and Remarking*, within the terms required by the FAA, the Virginia Department of Aviation and the Virginia Public Procurement Act. That the manager publicize the same as required, conduct a pre-bid meeting and bid opening and report the results to the Development Committee prior to April 11, 2016 for the Development Committee and the Board of Directors of VHAA to make a final determination. Further, it is resolved that the General Manager may solicit the assistance of the Airport Legal Counsel and Airport Engineering Consultants for advice and consultation of the above.

The forgoing Resolution was adopted the 11<sup>th</sup> day of January, 2016 by a vote of 7 for and 0 against, a quorum present and voting:

Signed: \_\_\_\_\_

(David Anderson, Airport Authority Secretary)

Adopted this Eleventh Day of January, 2016 – David Anderson - Secretary

